

## Template Instructions

**Directions:** Use the template on the next page to help create your survey. Here are the basic steps.

<b>Step 1</b>	Insert the name of your program and who is completing the survey. For example: Teen Survey; Teacher Satisfaction; Counselor Survey; Parent Survey.
<b>Step 2</b>	Insert demographic items (optional): gender, grade, race/ethnicity, etc.
<b>Step 3</b>	Determine what you want to assess about your program. Look through the collection of potential survey items (Appendix 4A) and choose the items for your survey. The survey length is up to you. Add appropriate response options and insert (strongly agree to strongly disagree; very well to not well at all; etc.). Refer to Appendix 4A for examples of response options.
<b>Step 4</b>	Add open-ended items (optional). Refer to Appendix 4A for ideas.
<b>Step 5</b>	Review final version of survey for spelling, numbering (be sure to check order of numbering starting from the top of survey), and formatting before final copying.
<b>Step 6</b>	If possible, pilot test your tool by asking a few participants to try it out before using it.

### Formatting Tips:

- ❖ You can control the appearance of the gridlines on the table
  - Select/Highlight the table: on **Table** menu click **show gridlines** or **hide gridlines**.
- ❖ You can shade rows or every other row.
  - Highlight the row (s) you want to add shading to, for specific table cells, select the entire cell.
  - on the **Format** menu, click **shading/boarders**, then click the **shading** tab
  - Select the **shading** options you want.
- ❖ You can add clip art or borders to enhance the visual appeal of your survey.

**Step 1: Insert survey heading (e.g., Name of Program).****Step 2: Insert demographic items that are of interest to you.**

For Example:

1. Are you a boy or girl?      ☐ Boy      ☐ Girl

**Step 3: Insert or type items from the collection of participant satisfaction items. Choose appropriate response options for scale and insert: We show a 5-point scale in the example below.**

	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
<b>x.</b> Insert item here.	1	2	3	4	5
<b>xx.</b>	1	2	3	4	5

**Step 4: Add open ended items (optional).**

For example:

What did you like best about this program?